

City of Jacksonville  
Housing and Neighborhood Department  
Community Development Division  
As Amended  
**Citizen Participation Plan**

Beginning in 1996, the U.S. Department of Housing and Urban Development (HUD) required the City of Jacksonville to develop a consolidated plan affecting all its community planning and development and housing programs. This new plan replaced all individual application requirements with a single submission. The four programs affected by the consolidated plan are: Community Development Block Grant (CDBG), HOME Investment Partnership (HOME), Emergency Shelter Grants (ESG), and Housing Opportunities for Persons with AIDS (HOPWA), as well as the state funded State Housing Initiative Program (SHIP). As such, to incorporate the four programs within the Citizen Participation Plan, “CDBG Programs” are now referred to as “*the Consolidated Plan Programs.*”

The laws governing the grant programs established three basic performance measurement goals as follows:

- Provide decent housing
- Provide a suitable living environment, and
- Expand economic opportunities

Further, each of these goals must primarily benefit low- and very low-income persons. The Citizen Participation Plan has been designed to meet the requirements under Title 1 of the Housing and Community Development Act of 1974, Public Law 93-383, as amended; 42 U.S.C.-5301. The Citizen Participation plan includes all provisions as describe in the requirements (outlined in 24 CFR 570.486).

The benefit of having a consolidated plan ensures a collaborative and comprehensive process to establish a unified vision for housing community development actions.

To insure that citizens are involved in (1) planning, (2) implementation, and (3) assessment of *Consolidated Plan Programs* state and local findings, U.S. HUD requires a written plan to show how citizens will be involved in the three areas cited.

Community involvement in the *Consolidated Plan Programs* shall include, but is not limited to, public notices in the local newspapers for citizen participation, the public hearings process, the Jacksonville Housing and Community Development Commission

(JHCDC). The composition of JHCDC shall include persons from various neighborhood organizations and the project areas.

The Community Development Advisory Committee (CDAC) has been dissolved and their roles and responsibilities have been assigned by the Jacksonville Housing and Community Development Commission (JHCDC).

The City of Jacksonville, Citizen Participation is designated to provide maximum citizen participation in an open forum with access for all interested persons for all *Consolidated Plan Programs* activities, including loan guarantees.

1. **Citizen Participation Process** – The Jacksonville Housing and Community Development Commission will meet at the beginning of each Community Development program year to review and approve the Citizen Participation Plan.
2. **Assessment of Performance** - There will be a public notice to allow citizens and community organizations to assess activities and submit comments on all aspects of the *Consolidated Plan Programs, Annual Action Plan, and the yearly CAPER*. This notice will be published in local newspapers at least 30 days prior to the submission of the Consolidated Plan; 15 days prior to the Annual Action Plan and/or the CAPER. Copies of the Consolidated Plan, Annual Action Plan, and CAPER will be distributed to all public libraries for public review. **Copies and information concerning all activities will also be available at the Neighborhoods Department, Housing and Community Development Division located at 214 North Hogan Street.**

Citizen input will be used by city staff, the Jacksonville Housing and Community Development Commission in planning for the next activity year. Copies of comments resulting from the notice, and summary of action taken will be distributed to the Committees and maintained on file for interested neighborhood organizations and the general public.

All written and oral comments submitted by citizens, along with the City's responses and a summary of any action taken will be included in the Grantee Consolidated Plan, Annual Action Plan, and/or the CAPER.

2. **Public Hearings** - In compliance with Federal requirement a minimum of two (2) public hearings at two different stages of the program year will be held to inform the citizens of eligible areas, eligible projects and to solicit suggestions and establish priorities for funding for projects to be funded in future years as required by 24 CFR Part 91. The staff prepares rating and ranking and provide recommendations to the City Council for adoption (and authorize the transmittal) as required by F.S. 420.9076. Public hearings will also be held during the development of all federally required documents to include but not be limited to the Consolidated Plan, Annual Action Plan (CP-AP), Analysis of Impediments (AI), Consolidated Annual Performance and Evaluation Report (CAPER).

3. The location will be selected to provide access for physically challenged persons and language barriers will be addressed by interpreter when necessary.
4. **Program Planning** - Comments and proposals for the *Consolidated Plan Programs* will be solicited through advertisements placed in local newspapers and at public hearings. Proposals will be accepted after the 30-day comment period.

Low to moderate income neighborhood organizations and agencies serving community development-eligible areas will be encouraged to submit proposals. Their input will be solicited through neighborhood meetings, the newspaper, special mailings, and at the planning hearings.

A written response to grant applicants will be provided to the applicants after staff recommendations are reviewed and approved by the Director of Planning and Development Department and JHCDC. This response will be provided in writing after the Mayor's Budget Review Committee (MBRC) has reviewed and approved the final recommendations. The letter will indicate the recommended funding amount is subject to the City Council approval process.

5. **Information Phase** - (Under sec. 570.606(b)) - No less than 30 days prior to the adoption of a consolidated plan, information will be made available to citizens, public agencies, and other interested parties that include the amount of assistance expected to be received and the range of activities that may be undertaken, including the amount that will benefit persons of very low- and low-income as well as plans to minimize displacement of persons and assistance to any person displaced.

As required, a summary of the proposed Consolidated Plan will be published in one or more newspapers of general circulation with copies available at the libraries, government offices and/or public places for review or examination. **Additionally, CDD will provide a reasonable number of free copies upon request.** The objective will be to encourage participation at planning hearings, present housing community development needs and encourage the submission of views and proposals.

To enhance outreach and public consultation, the City of Jacksonville utilizes the Citizens Planning Advisory Committees (CPACs), which are governed by Ordinance #95-247-106 which includes Neighborhood Bill of Rights:

- **Citizens Planning Advisory Committees (CPACs)**

The City of Jacksonville has more than 500 registered neighborhoods which are divided into six planning districts. Each district has a Citizens Planning Advisory Committee "CPAC". The primary purpose of the CPAC is to maintain open and effective communication between Jacksonville residents, businesses, neighborhoods,

community organizations, educational institutions and city government. Effective government requires meaningful citizen participation. Broad-based public involvement in planning, land use, zoning, transportation, community services, economic development, recreation, schools, police and public safety is absolutely essential. Staff members of the Housing and Neighborhoods Department provide technical support at each CPAC meeting and present monthly reports on city related events. Any interested person may attend any CPAC meeting. However, one must be appointed by the Mayor to become a voting member.

<http://www.coj.net/Departments/Housing+and+Neighborhoods/Community+Development/CPACs/default.htm>

• **Neighborhood Bill of Rights**

The ordinance was prepared to help define the relationship between the personnel and agencies of city government and organized neighborhood associations and groups.

Every organized, officially-recognized neighborhood in the City of Jacksonville has the right to expect and receive the following from the officials, employees and agencies of the City of Jacksonville:

\*Prompt, courteous, informed responses to all questions regarding City business.

\*Advance notification of any City-related public works or utility project taking place within or adjacent to a neighborhood.

\*Notification of the submission of any application for rezoning, zoning or land use variance or exception, Development of Regional Impact (DRI) or Planned Unit Development (PUD) application, or other significant land use action.

\*Opportunity for formal input into the annual budget process.

\*A timely personal response of its district councilperson or that councilperson's aide to questions directed to the City Council office.

\*The opportunity to participate in the design of publicly-funded projects within or adjacent to the neighborhood.

For the full bill, see the website:

<http://www.coj.net/Departments/Housing+and+Neighborhoods/Community+Development/Neighborhood+Bill+of+Rights.htm>

- **Directory of Neighborhood Organizations**

This listing of the city's known registered neighborhood associations is organized by the six planning districts - Urban Core, Greater Arlington/Beaches, Southeast, Southwest, Northwest and North. The directory serves as a resource for groups that want to share experiences and advice with each other. It is continuously updated on the division's database if notified by an organization.

<http://www.coj.net/Departments/Housing+and+Neighborhoods/Community+Development/Directory+of+Neighborhood+Organizations.htm>

See CPAC Maps and handouts for boundaries, chairpersons, co-chairpersons, members, and staff assigned to each CPAC.

6. **Technical Assistance** - Technical Assistance will be provided to organizations concerning planning, implementation and assessment of the housing and community development program in TA Workshops. Three (3) workshops will be held on application development and one (1) Financial/Budget workshop will be conducted by staff. Also, staff will be available for TA on Wednesdays from 9 a.m.-12 p.m. to assist applicants with the development of proposals for the *Consolidated Plan Action Plan Programs* funding. (See UA Whitepaper)

7. **Jacksonville Housing and Community Development Commission** - The Jacksonville Housing and Community Development Commission serve as the city-wide community development advisory body in the citizen participation process for the *Consolidated Plan Programs* (CDBG, HOPWA, ESG, and HOME).

The Commission's membership is composed of representative from income eligible neighborhoods; representatives from organizations serving low and moderate income citizens in the city, representatives from each of the *Consolidated Plan Programs* and a representative from the City Council.

Representative will be elected in the following manner:

The Jacksonville Housing and Community Development Commission shall be comprised of 11 members, all of whom shall be residents of Duval County. It is hereby determined that all persons serving on the former Jacksonville Housing Commission have resigned effective as of the date of this chapter, thereby requiring new appointments in accordance with this chapter. Six members shall be appointed by the Mayor and confirmed by Council, and five members shall be appointed by the Commission shall be deemed the "advisory committee" as

required by state law. The Commission membership shall consist of the following persons (each of whom is actively engaged in his/her respective activity):

- (1) Residential home building industry in connection with affordable housing;
- (2) Banking or mortgage banking industry in connection with affordable housing;
- (3) Areas of labor in home building in connection with affordable housing;
- (4) Advocacy for low-income persons in connection with affordable housing;
- (5) For-profit provider of affordable housing;
- (6) Not-for-profit provider of affordable housing; and
- (7) Real estate professional in connection with affordable housing.

With respect to the foregoing specific requirement in any of the above seven activities of an affordable housing and community development connection, if a finding is made regarding the presence of a conflict of interest or other reasonable factor would result in an appointment not otherwise being made, then a member may nonetheless be appointed in that activity without the specific requirement of the affordable housing connection. The Commission shall also consist of the following additional persons:

A representative also actively serving on the local planning agency pursuant to F.S. 163.3174;

- (1) A representative of employers in Duval County; and
- (2) A representative of essential services personnel (as defined in the Local Housing Assistance Plan as adopted from time to time).

The statutory qualification for the last Commission member is only residency in Duval County. Each member shall serve a term of four years; provided, however that to provide for staggered terms, of the members first appointed, four members shall serve terms of four years each, four members shall serve terms of three years each, and three member shall serve terms of two years each. Thereafter, all members appointed to the Commission shall serve terms of four years. Commencing with the effective date of this chapter, no member may serve for more than two consecutive terms. Each such member shall be eligible to serve in such a capacity until the member's term expires, the member resigns or the member otherwise ceases to be a member of the Commission, whichever occurs first. The mayor shall appoint the Chairman from the eleven member board, for a term of two years of the Commission, and the Commission members shall elect the remaining officers.

#### **8. The Jacksonville Housing and Community Development Commission's Function**

- To become advocates of the Consolidated Plan Programs (CDBG, HOME, ESG, HOPWA) and SHIP funds by soliciting community support for the plan and programs.

- To encourage, advocate and review citizen input from the public hearings.
- To ensure that citizen input is considered in the preparation of the Consolidated Plan-Action Plan and Consolidated Plan Programs to U.S. HUD.
- Ensure citizen input in the development of all program amendments which involve changes in beneficiaries, in location of activities and in budget shifts, changes in the Citizen Participation Plan, and any other major changes in the Consolidated Plan Programs activities during any program year.
- Provide citizen input in the development of the Five-Year Consolidated Plan, Consolidated Plan-Action Plan, Limited Housing Assistance Plan (LHAP), Analysis of Impediments to Fair Housing Choice (AI), and the Consolidated Annual Performance & Evaluation Report (CAPER).
- To review recommendations for the administration's housing and community development division.
- To keep informed of applicable Federal Regulations governing formula grant programs, and
- To inform neighborhood residents and all sections of the community who are concerned with housing and community development of the actions of the City relative to the formula grant program.

The Committee will be advised of policy recommendations and will provide input of a general nature of the City Administration before final plans are approved in these major policy areas:

Neighborhood Improvements

Planning and Design

Affordable Housing/Rehab

Recreation

Public Services

Historic Preservation

Economic Development

The Committee will meet to consider, review and advise on matters pertaining to the *Consolidated Plan Programs* activities.

The Committee will form as many task forces as deemed necessary to work with staff and other groups to examine proposals for inclusion in the housing and community development plan.

9. **Submission of Proposals** - Proposals for Consolidated Plan Programs funding will be presented, in writing to the Director Neighborhoods Department for review by the Housing and Community Development staff who will determine eligibility for funding. A written statement of action taken will be addressed to the organization making the proposal within 30 working days after Committee review. (Any proposals for new or expanded public facilities will include an estimate of construction and operating costs, and the total source of funding for those costs.)

Review of all proposed projects will be completed in sufficient time to allow for review and action on the budget ordinance by the City Council. The Consolidated Plan-Action Plan will be submitted to U.S. HUD by August 15<sup>th</sup> each year after Mayor's Budget Review Committee (MBRC) approval is obtained.

1. **Criteria for Amendment to Consolidated Plan/Definition of Substantial Deviation** - Substantial deviation requiring an amendment to the consolidated plan would be any individual or group of projects totaling more than ten (10%) of the annual allocation. Public notices and called meetings with JHCDC will provide citizens reasonable notification and opportunity to examine and submit comments on amendments. All amendments will be advertised in at least two (2) newspapers of general circulation. A period of not less than 30 days will be allowed to receive comments before any amendment is implemented.
2. **Conflict of Interest** - No Jacksonville Housing and Community Development Commission member shall vote in an official capacity upon any measure in which he or she has a direct financial interest. No committee member shall directly benefit financially from any Consolidated Plan funded and/or any other funding source managed by the Housing and Community Development Division activities.
3. **Voting** – Only bona fide Committee members will be allowed to vote on Committee issues requiring a vote.
4. **Citizen Objections to the Planning and Development Department, Housing and Community Development Division Consolidated Plan and SHIP Programs** - Any complaints concerning the Housing and Community Development program

operations will be referred to the Division Chief, Housing and Community Development Division. A written response will be made within 15 working days where applicable. A copy of the written complaint and response will be maintained by the Chief, Housing and Community Development Division, 214 North Hogan Street, Jacksonville, Florida 32202, (904) 255-8200.

After an annual Consolidated Plan-Action Plan or an amendment has been submitted to the U.S. Department of Housing and Urban Development, citizens wishing to object to its approval may present their written objection to the U.S. HUD area office:

Gary Causey, Community Planning Director  
U.S. Department of Housing and Urban Development  
Jacksonville Office, Region IV  
400 West Bay Street, Suite 1015  
Jacksonville, Florida 32202-1512

5. Public Advertisement of Housing and Community Development Activities - Public advertisements for all housing and community development activities will be published in the non-legal section of the newspaper with mass general circulation (Florida Times-Union), minority newspapers (Florida Star) and the beaches community newspapers (Beaches Leader). A documented effort will be made to contact all minority groups through contact with community clubs, centers, churches, mosques serving minority groups/other than English-speaking residents. An announcement of any public hearing will be published 10 days prior to the hearing. Included in the advertisements will be a request for proposals **if applicable**.

The notice will be placed on the City of Jacksonville web page at least 10 days prior to the public hearings. The dates of the public hearings will be placed on the City of Jacksonville calendar at least 10 days prior to the hearing.

The notice will indicate the date, time, place, procedures and topics of the public hearing.

Additions or deletions of activities contained in the final statement will be advertised in the non-legal sections of local newspapers and comments of affected citizens will be solicited. A description of such changes will be included in the public notice.

An announcement of any public hearing will be made all six (6) CPAC meetings prior to the hearing.

6. Provisions for Non-English Speaking Residents - When a request is made for non-English speaking residents attend the public hearing(s), efforts will be made to accommodate and encourage participation through the dissemination of

relevant information and the provision for citizens' feedback either orally or in writing. Upon advance notification of five (5) days prior to the public hearing, appropriate provisions will be made to accommodate non-English speaking residents. The guidelines and instructions on who to contact will be included in the advertisement.

7. Provisions for Persons with Disabilities – Upon advance notification of five (5) days prior to the public hearing appropriate provisions will be made to accommodate persons with mobility, visual or hearing impairments. Persons requiring said accommodations will be directed to contact the Housing and Neighborhoods Department.
8. The Citizen Participation Plan, as adopted, will facilitate increased public awareness and citizen participation in the various federal, state and locally funded housing and community development programs implemented by the City of Jacksonville. The effectiveness of this Plan shall be evaluated by the committee every five years during the development of the 5-year Consolidated Plan. Amendments or addendums will be made as deemed necessary by majority vote of the committee.